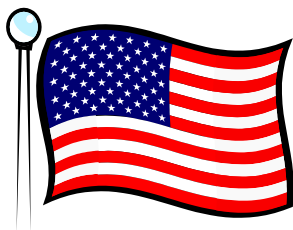


**U.S. DEPARTMENT OF EDUCATION**  
Office of Postsecondary Education  
Fund for the Improvement of Postsecondary Education (FIPSE)  
Washington, DC 20006-8521



Fiscal Year 2011

**Application for Grants Under the  
U.S.-Brazil Higher Education Consortia Program**

**(CFDA NUMBER: 84.116M)**

Forms Approved: OMB No. 1840-0761, Expiration Date: 10/31/12



**Closing Date: May 13, 2011**

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March 29, 2011

Dear Applicant:

Thank you for your interest in applying for a grant under the U.S.-Brazil Higher Education Consortia Program of the Fund for the Improvement of Postsecondary Education (U.S.-Brazil Program). The U.S.-Brazil Program is funded jointly by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education, and the Fundação Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (CAPES), Brazilian Ministry of Education. It is administered by the International and Foreign Language Education (IFLE) Service of the U.S. Department of Education.

Applicants from the United States and Brazil should work together to submit common proposals to FIPSE and CAPES respectively. Lead institutions in both countries must submit similar proposals to FIPSE and CAPES. **Applications must be submitted to FIPSE by May 13, 2011.**

Though FIPSE and CAPES have issued similar application materials and program guidelines, some important differences exist to reflect country-specific needs. Applicants from each country should use only the application materials and program guidelines issued by their government when completing the application packet.

However, it is important that the application for funding to both FIPSE and CAPES be as similar as possible in order to facilitate a comparable evaluation from both sides. The lead partners from both countries should agree with the two parallel applications.

For the 2011 competition, the Federal Register Notice announces an Absolute Priority which states that in order to be eligible for an award under this competition, the applicant in the U.S. must be a U.S. institution and the applicant in Brazil must be a Brazilian institution. Applicants must propose a project that supports cooperation in the coordination of curricula, the exchange of students and the opening of educational opportunities between the U.S. and Brazil.

The Federal Register Notice also announced three invitational priorities. Please review the Federal Register closing date notice for details. The priorities apply only to the U.S. institutions in the consortium.

The U.S.-Brazil Program is designed to assist colleges and universities in the United States and Brazil in giving students a U.S.-Brazil perspective to education and training in a wide range of subject areas. The ultimate intent of the Program is to assist with the strengthening of ties between the United States and Brazil, and on the U.S. side to initiate and expand upon ties with other countries in Latin America as well.

This program is based on objectives outlined in a 1997 Memorandum of Understanding (MOU) on Education between the United States and Brazil. The MOU laid out a plan to “enhance and expand cooperative efforts in education” by attempting to “identify new areas for joint activities

in the field of education wherever they deem appropriate and to strengthen or expand existing programs.”

One of the key activities outlined in the MOU was “diversifying educational exchanges between the United States and Brazil,” which involved “establishing an exchange program for United States and Brazilian students majoring in mutually agreed upon academic areas...to spend up to one calendar year in the respective countries attending classes and interning in firms related to their areas of study.”

Related to this activity was the objective to establish “methods for enhancing institutional linkages between the United States and Brazilian universities and other educational institutions to enhance the mobility of faculty and students and promote mutual recognition of credits and studies.”

*While the U.S.-Brazil Higher Education Consortia Program addresses all of these important activities in these guidelines, it is important to remember that the purpose of this grant program is to promote more than student exchange.* Throughout these guidelines, you will see that FIPSE and CAPES also emphasize the importance of curriculum development as well as of language and cultural preparation as key factors in promoting student mobility. *Students should be exchanged in the context of a common program of study or curriculum and should draw benefits from the added value of spending time abroad.* The time abroad should count for their study within their academic major at their home institution and should not significantly increase their time to degree completion.

This letter highlights a few items in the fiscal year (FY) 2011 instructions document that will be important to applicants in the United States in applying for grants under the U.S.-Brazil Program. *You should review the entire application package carefully before preparing and submitting your application.* Information on the U.S.-Brazil Higher Education Program also is accessible at the program web site at: <http://www2.ed.gov/programs/fipsebrazil/index.html>

The Department requires applicants to use an Internet-based electronic system for submitting applications. We are requiring that applications for FY 2011 grants under the U.S.-Brazil Program be submitted electronically using Grants.gov.

*Please read the documents in this package, which provide important information concerning electronic submission.* Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the *Federal Register* Notice [see Notice Inviting Applications for New Awards] and qualify for one of the exceptions to the electronic submission requirement.

The requirements for obtaining an exception to the electronic submission have changed. If you think you may need an exception you are urged to review the requirements *promptly*. *Applications submitted late will not be accepted.* We suggest that you submit your application several days before the deadline date. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

All applicants are required to adhere to the page limit of 20 pages (double spaced) for the Program Narrative. The Notice, published in the *Federal Register* [see Notice Inviting Applications for New Awards] contains specific information governing page limits.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Sincerely,

/signed/

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## **Program Description and Guidelines for the U.S.-Brazil Higher Education Consortia Program**

The U.S.-Brazil Higher Education Consortia Program awards four-year consortia projects. Total grant amounts for each U.S. consortium for four-year consortia grants will likely be about \$250,000 for the four-year period. CAPES will match these amounts on the Brazilian side.

FIPSE and CAPES will award funding to successful consortia via the lead partner in each country respectively. Awards are intended to cover a portion of the total costs of the activities to be undertaken. Because each project is expected to provide a long-term benefit to the partner institutions and their students, institutions are expected to make a substantial contribution to the project as evidence of their commitment to its objectives.

This program is based on objectives outlined in a 1997 Memorandum of Understanding (MOU) on Education between the United States and Brazil. The MOU laid out a plan to “enhance and expand cooperative efforts in education” by attempting to “identify new areas for joint activities in the field of education wherever they deem appropriate and to strengthen or expand existing programs.”

One of the key activities outlined in the Memorandum of Understanding was “diversifying educational exchanges between the United States and Brazil,” which involved “establishing an exchange program for United States and Brazilian students majoring in mutually agreed upon academic areas...to spend up to one calendar year in [the] respective countries attending classes and interning in firms related to their areas of study.”

Related to this activity was the objective to establish “methods for enhancing institutional linkages between the United States and Brazilian universities and other educational institutions to enhance the mobility of faculty and students and promote mutual recognition of credits and studies.”

While the U.S.-Brazil Higher Education Consortia Program addresses all of these important activities in these guidelines, it is important to remember that the purpose of this grant program is to promote more than student exchange. Throughout these guidelines, you will see that FIPSE and CAPES also emphasize the importance of curriculum development as well as of language and cultural preparation as key factors in promoting student mobility. Students should be exchanged in the context of a common program of study or curriculum and should draw benefits from the added value of spending time abroad. The time abroad should count for their study within their academic major at their home institution and should not significantly increase their time to degree completion.

## **Timetable**

Brazil and the United States will provide financial assistance for participating institutions within their own borders. It is anticipated that up to 14 projects may be funded. Consortia activities will commence as early as July 1, 2011, but no later than October 1, 2011.

The proposed timetable for the Fiscal Year 2011 competition is:

March 29, 2011	Call for proposals
May 13, 2011	Application submission date
June 2011	Review of proposals
June-July 2011	Joint selection meeting
Late July 2011	Notification of projects approved
August-October 2011	Project activities begin

## **Priorities**

The U.S. guidelines include the following absolute priority. This priority supports the formation of educational consortia of United States (U.S.) and Brazil institutions. To meet this priority, the applicant must propose a project that supports cooperation in the coordination of curricula; the exchange of students, if pertinent to grant activities; and the opening of educational opportunities between the U.S. and Brazil. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution and the applicant in Brazil must be a Brazilian institution. Brazilian institutions participating in any consortium proposal under this priority may apply to the Coordination of Improvement of Personnel of Superior Level (CAPES), Brazilian Ministry of Education, for additional funding under a separate but parallel Brazilian competition.

The U.S. guidelines include three invitational priorities. Please review the Federal Register closing date notice for details. The priorities apply only to the U.S. institutions in the consortium. We invite you to consider the inclusion of one, two, or all of the priorities in your proposal but it is important to remember that you will not receive additional points, special considerations, or additional funds. The strategic goals for the Department of Education as they apply to international education programs focus on developing future programs in areas of the world that are of increasing importance, the inclusion of underrepresented student populations and institutions, and increasing the number of proposals from new applicant institutions.

A competitive proposal may be funded under the general guidelines, but if you include any of the three invitational priorities in your proposal, it is important to include this in the narrative. With respect to the first priority for planning a partnership with another country in Latin America (other than Brazil), you must include a plan with details about activities, travel, country destination, and proposed institution. If your proposal is funded with this invitational priority, you will be approved for international travel to your consortium partners plus the additional country. Student stipends may not be used for the new partnership initiative.

We recommend that if you plan to develop a new partnership, this is done in the first two years of your grant. You must explain in the budget and in the budget narrative the amount of funding you plan to use from the regular project budget. This will be carefully reviewed by program staff to insure that you can carry out all the commitments with your consortium partners. Please address any travel and security concerns related to the additional country partner, as well as any applicable institutional policies that would affect faculty or staff travel.

### **Objectives of the Program**

The U.S.-Brazil Program aims to improve the quality of students in undergraduate and graduate education (only undergraduate in Brazil) in both countries and to explore ways to prepare students for work through the:

- Development of sustainable agreements on mutual recognition and portability of academic credits among U.S. and Brazilian institutions;
- Development of sustainable shared curricula among U.S. and Brazilian institutions;
- Acquisition of the languages and exposure to the cultures of the United States and Brazil;
- Development of student internships or other work related experiences; and
- Development of sustained cooperation and exchange among academic personnel at U.S. and Brazilian institutions.

This program encourages consortia to achieve these objectives by extending partnerships beyond higher education and training institutions to include others such as businesses, professional associations, and public agencies in both countries.

Though FIPSE and CAPES have issued similar application materials and program guidelines, some important differences exist to reflect country-specific needs. **Applicants from each country should use only the application materials and program guidelines issued by their government when completing the application packet.**

However, it is important that the application for funding to both FIPSE and CAPES be as similar as possible in order to facilitate a comparable evaluation from both sides. The lead partners from both countries should sign the two parallel applications.

For the four-year consortia partnership competitions, your consortium must involve at least *two* active partner postsecondary or training institutions and an optional third associate partner from each country. Partnerships among institutions in different states in the United States and Brazil are preferred.

We encourage you to add a third partner from other relevant organizations (e.g., industry, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) that will help give your project the national and international visibility necessary for it to succeed beyond the funding period. Some of these organizations may collaborate to offer internships. Others may offer professional advice and expertise. Please note,



however, that funding in each consortium is intended only for U.S. or Brazilian host institutions in which students are enrolled.

We recommend parity in the number of academic institutions from each country involved in each consortium. Make sure that all of your academic institutions intend to participate fully in the project and that the non-academic partners show strong support for the idea and the plan that you submit to us.

Your consortia should nominate one lead institution from the United States and one from Brazil. The members of your consortium must jointly prepare a common proposal. The lead institution in each country must submit a separate proposal to its respective government agency. Though guidelines published by both governments are similar, you should make sure that each lead institution refers to its respective government's guidelines because different country-specific needs and requirements apply.

For the four-year consortia projects, partnerships may be new or may build on existing international or domestic linkages. Projects, however, must be new. They cannot be used to duplicate or simply extend existing activities. You should include descriptions of all project staff that will be involved. In addition to the description of the project director at each institution, it is important that you clearly indicate the distinct contribution of each partner institution to the joint project.

Ensuring the broadest possible participation in the program is a high priority given the relatively small number of projects which can be supported. Although institutions may submit multiple proposals for multiple projects, individual faculties or departments should not associate themselves with more than one joint proposal.

Your project should draw upon and complement the international mission and staff expertise of each of the member institutions of the consortium. For the four-year consortia projects, your project should be clearly student-centered. When designing a project, you should always keep in mind the potential academic and professional impact that this project will have on students from both countries.

### *Project Focus*

The U.S.-Brazil Program is open to all disciplinary and professional fields and vocational programs, as well as cross-disciplinary studies, both at graduate and undergraduate levels, although CAPES often prefers to focus on undergraduates only. FIPSE and CAPES place priority on projects that focus on providing solutions and insights to problems and issues of national significance to both countries.

For all projects, it is important in your justification of your project that you explain the added value to your field or profession of developing a U.S.-Brazil approach. For example, if your project focuses on areas such as environmental sciences and sustainable development, social sciences, public health, or human resource development, you should explain the relevance of

your project idea in a U.S.-Brazilian context and how this idea will build better cooperation between the two countries.

### *Institutional Commitment*

Institutional commitment is a key indicator of success of a U.S.-Brazil Project. Institutional commitment is indicated by strong letters of support as well as through institutional contribution of funds to the project. Each partner institution must include in the proposal a letter of endorsement from the senior executive officer (e.g., rector, vice-chancellor, president) as well as from other officials responsible for international student activities (director of international affairs, registrar, academic dean, and/or department head). These letters must indicate how the project fits within the international strategy of the institution and should emphasize how this project will complement that strategy. Endorsement letters must also indicate the institution's willingness and intent to sign agreements on credit transfer and tuition fee waivers with partner institutions. Letters should detail how the institution intends to support this program in the areas of institutional financial commitment, student language preparation, and student tuition and fees. While there is no mandated matching requirement, FIPSE does expect grantees and their collaborating partners to share in the operational cost of funded projects to insure that the activities persist beyond the federally funded period. Original letters should be sent from the lead institution to its government agency. Copies of letters from all institutions should be included in the applications to both funding agencies. Letters may be in English or Portuguese.

Letters of support are very important to your project. In the case of four-year consortia projects, during the first-year preparatory phase of the project, you will be asked to build upon the commitment stated in the support letters through the development of explicit Memoranda of Understanding.

### *Grant Selection*

**Stage One:** External reviewers will evaluate proposals that are based on the following criteria. They are required to write a comprehensive assessment on the merits of the consortium based on the four selection criteria which are weighted equally. They are also instructed to critically analyze the budget, travel logistics, potential to establish a multilateral curriculum and the evaluation plan.

#### **1. Significance of the proposed project (25%)**

- a. Does the proposed project/consortium involve the development or demonstration of promising new strategies that build upon or serve as alternatives to existing strategies?
- b. What is the likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project/consortium, including the potential for their being used in a variety of other international settings?

- c. How important would be the likely results or outcomes of the project/consortium, especially with respect to improvements in teaching and student achievement?

**2. Quality of Project Design (25%)**

- a. To what extent are the goals, objectives, and outcomes to be achieved by the project clearly specified and measurable?
- b. What is the quality of the project design as determined by the extent to which it is appropriate to and will successfully address the needs of students and faculty engaged in a U.S.-Brazilian experience and/or how does the quality of the project design address other identified needs?

**3. Adequacy of Resources (25%)**

- a. Are the costs reasonable in relation to the objectives, design and potential significance of the proposed project?
- b. What is the potential for continued support of the project after the FIPSE/CAPES funding ends and is the commitment of appropriate entities demonstrated?
- c. Have all partners in the proposed project demonstrated commitment to the implementation and success of the project?

**4. Quality of Personnel (25%)**

- a. What is the quality of the personnel, as measured by their qualifications, including training and experience?
- b. To what extent does the applicant encourage applications for employment from persons who are members that traditionally have been under-represented based on race, color, national origin, gender, age or disability?

**Stage Two:** The government agencies from the U.S. and Brazil meet in a joint selection meeting. The feedback from the three separate external reviews is used to assist in discussions with international government partners. The U.S. and Brazil will come to a consensus and negotiate the final selection of the projects.

## **Four-Year Consortia Projects**

The U.S.-Brazil Program grants Four-Year Consortia Projects. FIPSE and CAPES have funded this grant category since 2001.

The four-year Consortia grants are broken up into two major parts. The first part is the one-year preparatory phase that allows grantees to formalize consortia agreements on issues such as credit recognition and/or transfer among institutions; fees and tuition arrangements; language requirements; and student visa requirements. This also allows grantees time to begin curricular development as well as establish an administrative infrastructure before their consortia begins to send students abroad.

The second phase begins after successful completion of the preparatory phase and an evaluation by FIPSE and CAPES to see whether all requirements have been met. The second phase lasts three years and centers on student mobility, language learning, and curricular development. Experience in other international programs has demonstrated that consortia that have addressed important administrative issues in advance are more likely to develop solid projects. For this reason, FIPSE and CAPES have made funding after the preparatory phase contingent upon a consortium's satisfactory progress in these areas.

Successful four-year consortia projects clearly integrate curriculum development and student mobility in a meaningful way. Your project needs to focus on its own innovative "U.S.-Brazilian" approach to training and education. The activities should aim not only to send students abroad but also to integrate a new perspective into what students learn and how they learn.

While you design the new curriculum, you should aim to fully integrate students into the normal academic and cultural milieu of the host institution and community. Students should take most, if not all, of their courses at the host institution alongside native students, rather than in special courses for foreign students.

Competitive proposals will focus on the following key activities:

*1) Development of innovative curricula, teaching materials, and modules.*

Your proposal should identify a particular academic or professional field of study on which your consortium will focus for international collaboration. Your proposal should address an important curricular problem or need within this field and describe a particular U.S.-Brazilian strategy to add value to this field of study. For example, your proposal should address how your project implements a new educational program or improves current practice to prepare students to work in an international context. Please detail the program of study in terms of the courses, training, internships, or work placements that students might typically take at both the home and the host institution. You should indicate whether the proposed curriculum is based on existing courses offered at partner institutions, new courses that are to be developed by the consortium, or both. Your proposal should address how the students' experience abroad will be integrated into the existing academic program prior to and following study abroad. You should describe all additional activities that you plan to organize, including the establishment of intensive programs, the organization of faculty exchanges, and the development of teaching materials, the use of new technologies, and the integration of distance learning.

## *2) Development of organizational frameworks for student mobility.*

You should address student mobility in detail. You should discuss what value your project adds to your particular field of study through a bilateral approach and how you believe students will benefit academically and professionally from such a perspective.

You should clearly describe the target student population (e.g., fourth-year undergraduate business students at a university; second-year students of aviation mechanics at a technical college; second-year master of business students at a research university). You should also state the number of students who will benefit from the project. Experience shows that projects work best if they target advanced undergraduate students at two- or four-year colleges or graduate students in their second or third years. This arrangement allows for planning and recruitment for study abroad well before student departure to the partner institutions. It also allows for adequate foreign language training for students and gives students more time to plan for their trip. Your proposal should explain how long a student will be studying abroad and how credit for academic work at the partner institutions will be transferred to or recognized by the student's home institution.

Note that student participation in these programs should not prolong time to degree.

Student mobility for purposes of graduate training must be framed within the curricular focus of your consortium (see above). This means that you should explain how graduate student training relates to topics and issues around which your U.S.-Brazilian collaboration is centered. Explain how the proposed training activities add to the overall goals of your consortium. Please note that mobility stipends are not intended to support individual student research activities.

### STUDENT MOBILITY NUMBERS AND DURATION

You must indicate how many students you intend to send to Brazil and how many you intend to receive in the U.S.

On average, you should plan for **each partner institution** to move no fewer than eight (8) students over the life of the project. A project with four institutions, for example, should accommodate a minimum of 16 students from the U.S. and 16 students from Brazil. Proposals moving a greater number of students will be considered more competitive; however, projects should be realistic in how they plan to deal with larger numbers of students.

Participating students from all partner institutions should have opportunities to study at a foreign member institution for a period of one, or preferably two, semesters. If your project involves internships, the duration of time abroad may be longer in length.

## STUDENT RECRUITMENT

A major factor contributing to the success of consortia is a good plan for student recruitment. Please describe how your project will actively recruit students for participation in this project. You should send only advanced undergraduate students at community colleges or four-year colleges, or graduate students in their second or third years. Because language learning is a key component of this program, start students thinking about the program early and help guide them to make the proper course choices to ensure that they can acquire an adequate level of language proficiency in advance. You should discuss how you intend to provide access to a broad representation of the student population with respect to ethnicity, gender, and socio-economic status.

## ACADEMIC CREDIT RECOGNITION

In order to assure that students do not increase their time to degree completion, you must make sure that students who study abroad can get academic credit for their work at their home institution. You should outline in detail how you intend to ensure full academic credit recognition for a student's study time abroad. You should discuss what formal administrative assurances home institutions will provide students so that their study abroad will be fully credited upon their return and how student academic work will be evaluated from one consortia institution to the next. Please note that formal agreements for credit recognition must be signed by participating institutions by the end of the preparatory phase (see "Preparatory Phase" below).

The home (sending) and host (receiving) institutions and the individual student must agree in writing to the content of the study program before the student's departure. The agreement should indicate the home institution's assurance that the study abroad, if successfully completed, will be recognized as fulfilling a comparable period of study in the home institution.

## FEES

Students studying abroad will pay the usual tuition and fees at their home institution and should incur no additional financial obligations to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities.

## STUDENT STIPENDS

Student stipends are divided into two categories: Mobility stipends and language stipends.

***Mobility stipends*** are intended to offset additional costs incurred by students traveling abroad in addition to the costs of remaining at the home institution. Legitimate costs include travel and room and board expenses. Stipends must not be used for tuition or fees (see above). The amount of money allotted a student for study abroad should reflect the additional cost incurred. Students who study for shorter periods or in less expensive places should receive less money than students who study for longer periods of time or in more expensive places. The total amount of Federal mobility stipend money allotted to any one U.S. student may not exceed \$4,000. Please note that student mobility money is intended for foreign study only. This means that stipends may not be used to move students to other institutions in their home countries.

Student stipends are not scholarships or fellowships. They are intended to offset the additional costs incurred by traveling and living abroad. In other words, travel stipends are not intended to pay for the full cost of study abroad, only the difference between study at home versus study abroad. In the U.S. budget students receive a fixed stipend. See the budget instructions for more details.

***Language stipends*** are intended to help U.S. students learn the Portuguese language for purposes of their study in Brazil. The total amount of Federal funds allotted a student (up to \$1,000 per student) may be used for language stipends for U.S. students to learn Portuguese in the United States or in Brazil. The total student request (mobility and language stipend) should range between \$80,000 and \$90,000 of the total \$250,000 for the life of the grant. Mobility requests should be accompanied by clear descriptions of the purpose of student mobility, planned student recruitment, and examples of student activities.

*Language stipends may be budgeted for all four years. Student mobility funds should not be budgeted in the first year of the grant, which is a preparatory year.*

## STUDENT SUPPORT AND SERVICES

You should discuss what student services you will provide to help students participate in these new programs at both the home and the host institutions in both countries. The aim is to ensure that participating students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. You should include details about pre-departure orientation activities at the home institutions and the reception and orientation activities at receiving institutions. You should also identify how returning students will be reintegrated into their home institutions following their international study experiences.

### *3) Development of adequate language preparation and assessment.*

Because a key objective of this program is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, you must clearly address the cultural and linguistic instruction you plan to give students before, during, and after their study abroad. You should explain in detail how students will gain language proficiency adequate enough to participate successfully in studies at the host institution. Discuss what level of language proficiency you are targeting and why.

Please describe what institutional and other resources will be used to prepare students or guest students to study within the framework of the program. An example might be how your foreign language departments will play a role in training departing students in Portuguese even if they do not have a Portuguese language program. You should also discuss how you will assess if students are ready for instruction in a language other than their own. Discuss how you will ensure that students visiting Brazilian institutions will have adequate Portuguese instruction on site. If funded, we will require you to use pre and post language assessment tools to evaluate the effectiveness of the language training component of your program. At present we are allowing project directors to choose standardized tests, university placement tests, or student self-reported language proficiency surveys to assess language gain.

Likewise, you should discuss how the U.S. host institution helps incoming students with the improvement of English skills if they need it.

Please note that consortia that propose to offer courses or seminars only in English will not be considered competitive. Language proficiency in both English and Portuguese is key to a student's integration in the academic culture of the host institution.

*4) Development, where appropriate, of internships or work placements.*

If your project involves work experience, you should address how you will establish and organize student internship opportunities or work placements in one or both of the partner countries. This includes how long the internship or work placement will last and how it will conform to the applicable laws and regulations of the host country. Please discuss who will oversee internship placements and activities. Please include names and locations of participating industry, and governmental and non-governmental organizations in which you intend to place your students. You should also describe how students will build on this experience upon their return and after their graduation.

*5) Strategies for professional certification, licensure, and/or accreditation.*

If your project focuses on professional education, you should discuss how your project will work with private, state, and national professional associations, and with accrediting organizations to develop means for international quality assurance and certification.

*6) Use of new Web-based and other computer-based technologies.*

You may wish to use new technologies to enhance intra-project communication, curriculum development, teaching and learning, and preparation of students in both countries. Further, new technologies can be used to expand access to the project. A consortium, for example, can use the Internet to give access to all students at their participating institutions to course material that is part of the common core established by the consortia, commonly developed by the consortia, or available at each of the partner institutions.

*7) Development of a strong project evaluation plan.*

The evaluation should present 2-5 main project goals centering on educational outcomes for postsecondary students, or professional development of those working in the field of postsecondary education. The evaluation plan should focus on gains or changes in student knowledge, skills, behaviors, and/or attitudes. Explain the data gathering procedures you plan to use to monitor and assess progress toward your educational aims. When describing the measurement instruments (surveys, interviews, focus groups, assessments of e-portfolios or capstone projects, measures of class performance, scores on standardized tests, etc.), be sure to mention why they are appropriate to gauging the success of your project.

The evaluation section of the application should make a convincing case to the reviewers that at the conclusion of the grant you would be in a position to discuss the extent to which learning



outcomes and/or professional development goals have been achieved. Provide evidence that you have thought about how you will know what worked, what didn't work as planned, and what adjustments could be made to enhance program outcomes in the future. An evaluation section that states that you will discuss program administration, describe your activities, and the present the results of a satisfaction survey will be considered a *poor* evaluation plan.

Although an evaluation may not be required by Brazil, you should share it with your colleagues. As such the evaluation is part of the narrative.

Successful consortia will be expected to hire an external evaluator to assist them with project evaluation. We suggest that you budget \$2,500 annually for evaluation expenses, including the salary of the outside evaluator.

#### *8) Preparatory Phase: First Year of Project.*

Successful consortia projects are built upon strong inter-institutional agreements that are confirmed by signed memoranda of understanding among institutional partners. For this reason, FIPSE and CAPES support an initial year of funding to allow grantees to complete administrative planning and cooperative bilateral arrangements at the inter-institutional level. Student mobility will begin only after the successful completion of the preparatory phase (but no later than the end of the second year of the project). During the first year, consortia must formalize agreements in the following areas:

- Institutional financial commitment to the project;
- Financial sustainability beyond the government funding period;
- Student recruitment and selection;
- Student language preparation and requirements;
- Student tuition and fees;
- Student credit transfer and/or recognition;
- Faculty and curricular development; and
- Evaluation report for the first year.

In order to ensure the success of the entire project, funding for the subsequent three years will be contingent upon satisfactory achievements during the preparatory first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve goals and objectives in all of the areas identified above.

As a minimum requirement, by the end of the first year the bilateral consortium will be required to submit to the two funding authorities copies of formal agreements signed by all partner institutions with respect to: (a) academic credit transfer and recognition, and (b) student tuition and fees.

**Projects that do not satisfactorily meet these preparatory requirements by the end of the first year will not receive government support beyond that point.**

**IMPORTANT:** The preparatory phase of the project does not reduce the need for you to develop and present clear and detailed plans of action and signed support letters from all of your partner institutions at the time of application. The application must be completely and fully developed, including a section on the preparatory phase that describes plans to address the issues identified above.

### **Financial Considerations**

Awards for the four-year consortia projects will provide four years of funding, including a first-year preparatory phase. Grants for the short-term complementary activities will provide up to two years of funding. Each country will provide support only for participating institutions within its borders. Awards are intended to provide seed funding for conducting joint innovative projects that can be established within this period and which, once established, can be continued without ongoing program support. It is essential that you indicate in your proposal how activities will be sustained beyond the funding period.

Your projects should be cost-effective in their design and administration. The most competitive proposals will attempt to maximize the number of students going abroad through wise use of stipends and other institutional resources.

### **Country Support**

Each government will provide financial support only for participating institutions within its borders. You should note that funding levels provided by each country may vary. We recommend that funding arrangements be worked out by consortium members *prior to* submitting a proposal.

### **Total Financial Support for U.S. institutions**

For U.S. institutions participating in the four-year consortia projects, total financial support per consortium for the life of the project is anticipated to be about \$250,000. First-year budgets for four-year consortia projects must be limited to \$35,000 for all U.S. partners.

### **Awards and Institutional Commitment**

FIPSE and CAPES will award funding to successful consortia via the lead partner, which will serve as the grantee and fiscal agent in each country. Awards are intended to cover a portion of the total costs of the activities to be undertaken. As the project is intended to be of long-term benefit to the partner institutions and their students, your partner institutions should make a substantial contribution to the project as evidence of their commitment to its objectives.

### **Annual Project Directors' Meeting**

An important part of the U.S.-Brazil Higher Education Consortia Program is the Annual Project Directors' Meeting, which takes place in alternating years in each country. The Annual Project

Directors' Meeting is held over a period of approximately three days. The participation of all partners in your consortium and your evaluator at these meetings is essential because it provides the only opportunity for your consortium and both government-funding agencies to meet together. This meeting is intended for individual members of consortia to share ideas on what works. It is also intended as a forum for discussion to help guide the two funding agencies to make important decisions on how best to coordinate this program. Consortia are also given ample time during the annual meeting to meet as a group by themselves as well as with their government program officers from both countries. Please make sure that your budget includes funding to support adequate participation in these meetings. FOR FY 2011, the annual meeting will be held in the United States in October/November of 2011. Please budget for travel and expenses for all U.S. partners to travel to the conference in fall 2011.

#### Annual and Final Performance Reports

FIPSE and CAPES will carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication between them. Project leaders from both countries will be required to submit to their respective government agency an annual progress report, which discusses progress on project goals, including curricular development, student mobility, and project expenditures, and a detailed plan for the following year. U.S. lead institutions are also required to hire an external evaluator and submit an annual evaluation report following FIPSE guidelines. U.S. lead institutions will receive instructions from FIPSE on how to complete the annual report forms on-line. It is expected that the lead institution in each country will maintain information and data from all participating institutions so that a consortium will be able to submit essentially the same report to both government agencies. Final reports will be due 90 days after the completion of the grant.

## **Federal Register Notice Inviting Applications for Fiscal Year (FY) 2011**

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; United States -Brazil Higher  
Education Consortia Program

AGENCY: Office of Postsecondary Education, Department of  
Education

ACTION: Notice.

### Overview Information:

Applications for New Awards; International and Foreign Language  
Education Service (IFLE): Fund for the Improvement of  
Postsecondary Education (FIPSE)--Special Focus Competition:  
United States (U.S.)-Brazil Higher Education Consortia Program  
Notice inviting applications for new awards for fiscal year (FY)  
2011.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.116M.

### Dates:

Applications Available: March 29, 2011.

Deadline for Transmittal of Applications: May 13, 2011.

Deadline for Intergovernmental Review: July 12, 2011.

Full Text of Announcement

### I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to provide grants or enter into cooperative agreements to improve postsecondary education opportunities by focusing on problem areas in postsecondary education or approaches to improve postsecondary education.

Priorities: This competition includes one absolute priority and three invitational priorities.

Absolute Priority: This priority is from the notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764). For FY 2011, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Support of the formation of educational consortia of U.S. and Brazilian institutions. To meet this priority, the applicant must propose a project that supports cooperation in the coordination of curricula; the exchange of students, if pertinent to grant activities; and the opening of educational opportunities between the U.S. and Brazil. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution and the applicant in Brazil must be a Brazilian institution. Brazilian institutions participating in any consortium proposal under this priority may apply to the Coordination of Improvement of Personnel of

Superior Level (CAPES), Brazilian Ministry of Education, for additional funding under a separate but parallel Brazilian competition.

Invitational Priorities: For FY 2011, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1:

This priority invites projects that include a plan to work with an institution of higher education (IHE) in another country in Latin America (in addition to Brazil) to create a partnership that would focus on key elements of international student exchange programs such as: developing cooperative bilateral arrangements, crafting inter-institutional bilateral Memorandums of Understanding (MOUs), student recruitment and selection strategies, student language and preparation requirements, tuition reciprocity agreements, student fees, curriculum development, student credit transfer or recognition, and financial sustainability.

Invitational Priority 2:

In order to increase the participation of underrepresented students in international education and foreign language learning, the Secretary encourages applications from consortia

that include community colleges or minority-serving institutions eligible for assistance under part A or B of title III or under title V of the HEA. (Please refer to section III. 1. Eligible Applicants for additional information on applications from consortia.)

Invitational Priority 3:

This priority invites applications from consortia in which the lead applicant institution has not served as a lead or partner grantee institution in a consortia funded under this program since FY 2006. (Please refer to section III. 1. Eligible Applicants for additional information on applications from consortia and lead and partner applicant/grantee institutions.)

Program Authority: 20 U.S.C. 1138-1138d.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$64,036,000 for awards for the FIPSE program for FY 2011, of which we intend to use an estimated \$490,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process, if Congress appropriates funds for these programs.

Estimated Range of Awards: \$30,000-\$35,000 for the first year and \$210,000-\$250,000 for the four-year duration of the grant.

Estimated Average Size of Awards: \$35,000 for the first year and \$240,000 for the four-year duration of the grant.

Estimated Number of Awards: 14.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 48 months.

### III. Eligibility Information

1. Eligible Applicants: IHEs, other public and private nonprofit institutions and agencies, and combinations of these institutions and agencies.

Eligible parties may apply as a group for a grant (e.g., one IHE and one private nonprofit institution). For purposes of this notice, we refer to such a group as a consortium. The regulations for applications from consortia are in 34 CFR 75.127 through 75.129. Consistent with these regulations, if a



consortium applies for a grant, the members of the consortium must either designate one member of the consortium to apply for the grant or establish a separate, eligible legal entity to apply for the grant. The members of the consortium must enter into an agreement that details the activities that each member of the consortium plans to perform and binds each member of the consortium to every statement and assurance made by the applicant in the application. The applicant must submit the agreement with its application.

An application from a consortium should designate a lead U.S. applicant institution and a lead Brazil applicant institution and clearly specify its partner applicant institutions, both in the U.S. and Brazil.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: Michelle Guilfoil, U.S.-Brazil Higher Education Consortia Program, U.S. Department of Education, 1990 K Street, NW., room 6098, Washington, DC 20006-8521. Telephone: (202) 502-7625.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

## 2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

**Page Limit:** The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative (Part III) to no more than 20 pages, using the following standards. If you do not use all of the allowable space on a page, it will be counted as a full page in determining the page count.

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be single spaced and will count toward the page limit.
- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit only applies to the application narrative (Part III). It does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; Part II, the budget information summary form (ED Form 524); and Part IV, the assurances, certifications, and survey forms. In addition, the page limit does not apply to the one-page abstract, appendices, line item budget, or table of contents. If you include any attachments or appendices not specifically requested, these items will be counted as part of the application narrative (Part III) for purposes of the page limit requirement. You must include your complete response to the selection criteria in the application narrative.

We will reject your application if you exceed the page limit.

### 3. Submission Dates and Times:

Applications Available: March 29, 2011.

Deadline for Transmittal of Applications: May 13, 2011.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site

(Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: July 12, 2011.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both of your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR,

you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

7. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the U.S.-Brazil Higher Education Consortia Program, CFDA number 84.116M, must be submitted electronically using the Governmentwide Grants.gov Apply site at [www.Grants.gov](http://www.Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks

before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement. You may access the electronic grant application for U.S.-Brazil Higher Education Consortia Program at [www.Grants.gov](http://www.Grants.gov). You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.116, not 84.116M).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the

Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget



Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF file or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact

the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the

application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Michelle Guilfoil, U.S.-Brazil Higher Education Consortia Program, U.S. Department of Education, 1990 K Street, NW., room 6098, Washington, DC 20006-8521. FAX: (202) 502-7860.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.116M)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.116M)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 and are listed in the application package.

2. Additional Factors: An additional factor we consider in selecting an application for an award is whether the

application demonstrates a bilateral, innovative U.S.-Brazilian approach to training and education.

3. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

4. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

## VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as



directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the following two performance measures will be used by the Department in assessing the success of the U.S.-Brazil Higher Education Consortia Program:

(1) The extent to which funded projects are being replicated (i.e., adopted or adapted by others).

(2) The manner in which projects are being institutionalized and continued after funding.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving the outcomes evaluated by these performance measures (i.e., institutionalization and replication). Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Institutionalization and replication are important outcomes that ensure the ultimate success of international consortia funded through this program.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

#### VII. Agency Contact

For Further Information Contact: Michelle Guilfoil, U.S.-Brazil Higher Education Consortia Program, U.S. Department of Education, 1990 K Street, NW., room 6098, Washington, DC 20006-8521. Telephone: (202) 502-7625.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

[www.ed.gov/news/fedregister](http://www.ed.gov/news/fedregister). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys).

Dated: March 24, 2011

/signed/

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Eduardo M. Ochoa,  
Assistant Secretary for  
Postsecondary Education.

## Authorizing Legislation

### **FIPSE Authorizing Legislation (20 U.S.C. 1138-1138d)**

Higher Education Act of 1965  
Title VII, Part B, Subparts 741-745  
(As amended by the Higher Education Opportunity Act of 2008)

#### **PART B — FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION**

##### **SEC. 741. FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.**

- (a) **AUTHORITY** — The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by—
- (1) the encouragement of reform and improvement of, and innovation in, postsecondary education and the provision of educational opportunity for all students, including nontraditional students;
  - (2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, including—
    - (A) Efforts that provide academic credit for programs; and
    - (B) Combinations of academic and experiential learning;
  - (3) the establishment and continuation of institutions, programs, consortia, collaborations, and other joint efforts based on communications technology, including those efforts that utilize distance education and technological advancements to educate and train postsecondary students (including health professionals serving medically underserved populations);
  - (4) the carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;
  - (5) the design and introduction of cost-effective methods of instruction and operation;
  - (6) the introduction of institutional reforms designed to expand individual opportunities for entering and reentering postsecondary institutions and pursuing programs of postsecondary study tailored to individual needs;
  - (7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;
  - (8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto;
  - (9) the introduction of reforms in remedial education, including English language instruction, to customize remedial courses to student goals and help students progress rapidly from remedial courses into core courses and through postsecondary program completion;
  - (10) the provision of support and assistance to partnerships between institutions of higher education and secondary schools with a significant population of students identified as late-entering limited English proficient students, to establish programs that—
    - (A) Result in increased secondary school graduation rates of limited English proficient students; and
    - (B) Increase the number of participating late-entering limited English proficient students who pursue postsecondary education;
  - (11) the creation of consortia that join diverse institutions of higher education to design and offer curricular and cocurricular interdisciplinary programs at the undergraduate and graduate levels, sustained for not less than a 5 year period, that—
    - (A) Focus on poverty and human capability; and
    - (B) Include—
      - (i) A service-learning component; and
      - (ii) the delivery of educational services through informational resource centers, summer institutes, midyear seminars, and other educational activities that stress the effects of poverty and how poverty can be alleviated through different career paths;
  - (12) the provision of support and assistance for demonstration projects to provide comprehensive support services to ensure that homeless students, or students who were in foster care or were a ward of the

- court at any time before the age of 13, enroll and succeed in postsecondary education, including providing housing to such students during periods when housing at the institution of higher education is closed or generally unavailable to other students; and
- (13) the support of efforts to work with institutions of higher education, and nonprofit organizations, that seek to promote cultural diversity in the entertainment media industry, including through the training of students in production, marketing, and distribution of culturally relevant content.
- (b) **PLANNING GRANTS** — The Secretary is authorized to make planning grants to institutions of higher education for the development and testing of innovative techniques in postsecondary education. Such grants shall not exceed \$20,000.
- (c) **CENTER FOR BEST PRACTICES TO SUPPORT SINGLE PARENT STUDENTS** —
- (1) The Secretary is authorized to award one grant or contract to an institution of higher education to enable such institution to establish and maintain a center to study and develop best practices for institutions of higher education to support single parents who are also students attending such institutions.
  - (2) The Secretary shall award the grant or contract under this subsection to a four-year institution of higher education that has demonstrated expertise in the development of programs to assist single parents who are students at institutions of higher education, as shown by the institution's development of a variety of targeted services to such students, including on-campus housing, child care, counseling, advising, internship opportunities, financial aid, and financial aid counseling and assistance.
  - (3) The center funded under this section shall—
    - (A) Assist institutions implementing innovative programs that support single parents pursuing higher education;
    - (B) Study and develop an evaluation protocol for such programs that includes quantitative and qualitative methodologies;
    - (C) Provide appropriate technical assistance regarding the replication, evaluation, and continuous improvement of such programs; and
    - (D) Develop and disseminate best practices for such programs.
- (d) **PROHIBITION** —
- (1) In general. — No funds made available under this part shall be used to provide direct financial assistance in the form of grants or scholarships to students who do not meet the requirements of section 484(a).
  - (2) Rule of construction. — Nothing in this subsection shall be construed to prevent a student who does not meet the requirements of section 484(a) from participating in programs funded under this part.
- (e) **PRIORITY** — In making grants under this part to any institution of higher education after the date of enactment of the Higher Education Opportunity Act, the Secretary may give priority to institutions that meet or exceed the most current version of ASHRAE/IES Standard 90.1 (as such term is used in section 342(a)(6) of the Energy Policy and Conservation Act (42 U.S.C. 6313(a)(6))) for any new facilities construction or major renovation of the institution after such date, except that this subsection shall not apply with respect to barns or greenhouses or similar structures owned by the institution.
- (f) **SCHOLARSHIP PROGRAM FOR FAMILY MEMBERS OF VETERANS OR MEMBERS OF THE MILITARY** —
- (1) Authorization. — The Secretary shall enter into a contract with a nonprofit organization with demonstrated success in carrying out the activities described in this subsection to carry out a program to provide postsecondary education scholarships for eligible students.
  - (2) Definition of eligible student.--In this subsection, the term 'eligible student' means an individual who is enrolled as a full-time or part-time student at an institution of higher education (as defined in section 102) and is—
    - (A) A dependent student who is a child of—
      - (i) An individual who is—
        - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
        - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);
      - or
      - (ii) A veteran who—
        - (I) served or performed, as described in clause (i), since September 11, 2001; and
        - (II) died, or has been disabled, as a result of such service or performance; or
    - (B) An independent student who—

- (i) is a spouse of an individual who is—
  - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
  - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);
- (ii) Was (at the time of death of the veteran) a spouse of a veteran who—
  - (I) served or performed, as described in clause (i), since September 11, 2001; and
  - (II) died as a result of such service or performance; or
- (iii) Is a spouse of a veteran who—
  - (I) served or performed, as described in clause (i), since September 11, 2001; and
  - (II) has been disabled as a result of such service or performance.
- (3) Awarding of scholarships. —Scholarships awarded under this subsection shall be awarded based on need with priority given to eligible students who are eligible to receive Federal Pell Grants under subpart 1 of part A of title IV.
- (4) Maximum scholarship amount. —The maximum scholarship amount awarded to an eligible student under this subsection for an award year shall be the lesser of \$5,000, or the student's cost of attendance (as defined in section 472).
- (5) Amounts for scholarships. —All of the amounts appropriated to carry out this subsection for a fiscal year shall be used for scholarships awarded under this subsection, except that the nonprofit organization receiving a contract under this subsection may use not more than one percent of such amounts for the administrative costs of the contract.

#### **SEC. 742. BOARD OF THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.**

- (a) ESTABLISHMENT — There is established a National Board of the Fund for the Improvement of Postsecondary Education (in this part referred to as the `Board'). The Board shall consist of 15 members appointed by the Secretary for overlapping 3-year terms. A majority of the Board shall constitute a quorum. Any member of the Board who has served for 6 consecutive years shall thereafter be ineligible for appointment to the Board during a 2-year period following the expiration of such sixth year.
- (b) MEMBERSHIP — The Secretary shall designate one of the members of the Board as Chairperson of the Board. A majority of the members of the Board shall be public interest representatives, including students, and a minority shall be educational representatives. All members selected shall be individuals able to contribute an important perspective on priorities for improvement in postsecondary education and strategies of educational and institutional change.
- (c) DUTIES — The Board shall—
  - (1) Advise the Secretary on priorities for the improvement of postsecondary education and make such recommendations as the Board may deem appropriate for the improvement of postsecondary education and for the evaluation, dissemination, and adaptation of demonstrated improvements in postsecondary educational practice;
  - (2) advise the Secretary on the operation of the Fund for the Improvement of Postsecondary Education, including advice on planning documents, guidelines, and procedures for grant competitions prepared by the Fund; and
  - (3) Meet at the call of the Chairperson, except that the Board shall meet whenever one-third or more of the members request in writing that a meeting be held.
- (d) INFORMATION AND ASSISTANCE — The Secretary shall make available to the Board such information and assistance as may be necessary to enable the Board to carry out its functions.

#### **SEC. 743. ADMINISTRATIVE PROVISIONS.**

The Secretary may appoint, for terms not to exceed 3 years, without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, not more than 7 technical employees to administer this part who may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates.

#### **SEC. 744. SPECIAL PROJECTS.**

- (a) GRANT AUTHORITY — The Secretary is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit organizations as the Secretary deems

necessary for innovative projects concerning one or more areas of particular national need identified by the Secretary.

- (b) APPLICATION — No grant shall be made under this part unless an application is made at such time, in such manner, and contains or is accompanied by such information as the Secretary may require.
- (c) AREAS OF NATIONAL NEED — Areas of national need shall include at a minimum, the following:
  - (1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost reduction.
  - (2) Improvements in academic instruction and student learning, including efforts designed to assess the learning gains made by postsecondary students.
  - (3) Articulation between two- and four-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from two- to four-year institutions of higher education.
  - (4) Development, evaluation, and dissemination of model courses, including model courses that—
    - (A) Provide students with a broad and integrated knowledge base;
    - (B) Include, at a minimum, broad survey courses in English literature, American and world history, American- political institutions, economics, philosophy, college-level mathematics, and the natural sciences; and
    - (C) Include study of a foreign language that leads to reading and writing competency in the foreign language.
  - (5) International cooperation and student exchanges among postsecondary educational institutions.
  - (6) Support of centers to incorporate education in quality and safety into the preparation of medical and nursing students, through grants to medical schools, nursing schools, and osteopathic schools. Such grants shall be used to assist in providing courses of instruction that specifically equip students to—
    - (A) Understand the causes of, and remedies for, medical error, medically induced patient injuries and complications, and other defects in medical care;
    - (B) Engage effectively in personal and systemic efforts to continually reduce medical harm; and
    - (C) Improve patient care and outcomes, as recommended by the Institute of Medicine.

#### **SEC. 745. AUTHORIZATION OF APPROPRIATIONS.**

There are authorized to be appropriated to carry out this part such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

## **Government Performance and Results Act (GPRA)**

What is GPRA?

The Government Performance and Results Act (GPRA) of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of Federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

FIPSE performance is focused on 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and 2) the manner in which projects are being institutionalized and continued after grant funding. These two results constitute FIPSE's indicators of the success of our program. Consequently, applicants for FIPSE grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria discussed below. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Currently, the forms for these reports can be viewed at <http://www.ed.gov/programs/fipsecomp/performance.html>.



## **Instructions for Completing the U.S.-Brazil Application Package**

The application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

### **Part I:        424 Forms**

Application for Federal Assistance – (SF424)  
Department of Education Supplemental Information Form for SF424

#### **Notes:**

- Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the e-Application application package.
- Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

### **Part II:        524 Forms**

Department of Education Budget Summary Form – (ED 524)  
Sections A & B  
(Section C – Budget Narrative should be included in the Budget Narrative Attachment Form, located in Part III.)

### **Part III:        Attachments**

ED Abstract Form  
Project Narrative Attachment Form  
Budget Narrative Attachment Form  
Other Attachments Form

The Department of Education Abstract Form is where you attach your project abstract. Your Abstract will not count toward your 20-page limit. You must clearly state in bullet form all the U.S. and Brazil partners on the abstract form and some contact information for each partner. Please bold the lead partners in both countries and use a title that clearly states the discipline and area you are applying for. Please also state in the abstract the total number of students who will be moved among the two countries.

The Project Narrative Attachment Form will include the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition this section—we have a strict 20-page limit. Please note the Absolute Priority stated in the Federal register Notice, that only U.S. applicants who partner with Brazilian institutions will receive funding from the U.S. Department of Education.

The Budget Narrative Attachment Form is where you attach a detailed line item budget and any supplemental budget information. The budget should demonstrate and justify that all costs are reasonable and necessary to accomplish the proposed project activities. Include a description of the activities in the budget that respond to the announced program purpose. Please note that your Budget Narrative will not count toward your 20-page limit.

The Other Attachments Form is where you attach appendices, including: curricula vitae of key personnel, position descriptions for proposed personnel for the project, letters of commitment, and bibliography. All these pieces must be attached as one large document, they cannot be attached separately. These attachments will not count toward your 20-page limit.

**\*All attachments must be in .PDF format. Other types of files will not be accepted.**

**Part IV:      Assurances, Certifications, and Survey Forms**

GEPA Section 427 Requirement  
Assurances – Non-Construction Programs (SF 424B)  
Grants.gov Lobbying Form  
Disclosure of Lobbying Activities (SF-LLL)  
Survey on Ensuring Equal Opportunity for Applicants

## **Instructions for Budget Summary Form and Itemized Line Item Budget**

**NOTE:** Applicants to the US-Brazil program must submit (1) a budget information form to categorize requested funds (ED Form 524, Section A & B), **and** (2) a detailed line item budget with narrative justification. Please list totals for all US institutions in the consortium for each line item.

**The budget summary** is to be included on the “Budget Information- Non-Construction Program” (ED Form 524). The applicant must complete both Sections A & B.

**Both the detailed line item budget AND the accompanying budget narrative for each year funding being requested** should be included in “Budget Narrative Attachment Form”, which requests information on the applicant’s financial plan for carrying out the project.

It is suggested that applicants organize their budgets using either two columns or categories to include funding streams as follows: 1) federal funds requested; 2) funding from other public or private United States sources. Applicants should describe how all costs support project activities.

For each line item, provide detailed costs and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those on the ED Form 524 for both Sections A & B.

**Please note:** If you are planning to address Invitational Priority 1 to partner with an institution of higher education (IHE) in another country in Latin America (in addition to Brazil), you may include costs under the Personnel and Travel sections of the budget. These should be labeled as “Other Partnership Activities” and clearly explained, including how detailed costs were arrived at and how they fit in with the project narrative. “Other Partnership Activities” costs may not exceed more than \$10,000-\$15,000 for Years 1 and 2. Costs will not be allowed for these activities during Years 3 and 4 of the grant.

Among the costs that may be supported with grant funds are:

1. **Personnel:** Enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8 – “Other”.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff person. A breakdown of project personnel should include: position titles, specific time commitments to project for each staff person in days/months or in percentage, and other relevant information.
2. **Fringe Benefits:** Enter the amount of fringe benefits. The university’s normal fringe benefit contribution may be charged to the project. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs.

3. Travel: Provide the costs for project personnel. [Consultants' travel should be included on line 8 – "Other"] Please carefully detail all the international travel by indicating the number of people traveling, whether they are faculty or administrative personnel, their destination, and a breakdown of travel costs. Please include travel costs for an annual project director's meeting each year. We will alternate between the U.S. and Brazil for the annual project director meetings. For 2011, the meeting will be held in the United States. Transportation costs should not exceed economy airfare. Per diem costs are allowable for project-related travel, in accordance with OMB Circular A-21, J.48c. You may enter a minimum of \$10,000 per year for travel costs and may take indirect costs of 8% of the travel line item.
4. Equipment: The U.S.-Brazil does not normally fund equipment purchases.  
  
Provide the cost for property charged to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
5. Supplies: Supply costs include materials necessary for conducting, developing, or implementing the project, such as library resources, conference materials, software, computers, general office supplies, and equipment that is less than \$5000 per unit.
6. Contractual: Includes the costs for contractors/consultants/evaluators and other individuals or companies that provide project services to the applicant for a fee or on an hourly or daily basis. Applicants may also include professional services fees for conference speakers. All grantees are required to have an outside evaluator so please detail their costs under this category. Provide a detailed breakdown of the costs, such as the number of days for the per diem being requested; number of days and costs for consultant or evaluator services. Please note that professional services fees should not exceed amounts permitted under comparable institutional policies. Please enter at least \$2000/per year for the external evaluator.
7. Construction: The U.S.-Brazil program does not fund any construction costs.
8. Other: Other miscellaneous costs may be requested in this category. Examples of allowable costs include: printing costs for newsletters and publications; quantity and cost for printing; ground transportation costs, etc. Please enter \$5000 for the first year of the grant 2011 and the third year of the grant 2013 to cover costs associated with the annual project director's meeting held in the United States. The amount is reserved for registration and conference expenses for hosting the US meeting and may not be used for any other purposes.
9. Total Direct Costs: Enter the total direct costs (items 1-8) being requested.

10. Indirect Costs: If you are charging indirect costs to the U.S.-Brazil grant, please be certain to provide the information requested in questions (1), (2), and (3) at the bottom of the Budget Summary form. You may charge a flat 8% rate for this training grant. You may not charge the 8% for the mobility stipends.
11. Training Stipends: Please enter the mobility and language stipends for each year of the grant, beginning in year two of the grant. The mobility stipend is \$4000 and language stipend is \$1000 per student. You must send at least 16 students to Brazil during the grant period so please appropriately state the amount of stipends for each year.
12. Total Costs: Enter the total that the applicant is requesting under the U.S. – Brazil program (items 9-11)

Please note that you must attach a Budget Narrative, which will not count toward your 20 page narrative limit.

Please format your budget narrative as a worksheet by year for four years. Approximate requests as follows: year one: \$35,000, year two \$80,000, year three \$70,000, year four \$65,000. The total should not exceed: \$250,000. Please use a column for the Federal request of both U.S. partners for each line item and another column for the matching contributions. You are not required to match for this program; however matching contributions demonstrates institutional commitment to the project. If you do match and are awarded this grant, you will be held accountable for the matching amounts stated.

Please clearly state in the worksheet for each line item, the % of time for personnel, the fringe benefits been charged, the types and numbers of supplies, as much information as possible concerning travel and other cost, please state the conference registration fee of \$5000 in the first and third years of the budget under the other line item. The more detailed the budget the easier it is to analyze and determine feasibility.

## **FINAL NOTES: U.S. AND BRAZIL**

These guidelines list key objectives, activities and types of partnerships that help build the strong inter-institutional collaboration necessary for building international consortia.

It is important that you and your U.S. and Brazilian partners read these guidelines carefully when developing your proposal. We strongly recommend that your Brazilian partners read the Brazilian version published by CAPES. Both the Portuguese and English version of these guidelines are available on the FIPSE website at <http://www2.ed.gov/programs/fipsebrazil/index.html> as well as on the CAPES website at <http://www.capes.gov.br/cooperacao-internacional/estados-unidos/capesfipse> One of the most common reasons that consortia do not receive funding is that their team of applicants failed to read carefully the information provided them before sending in an application.

Please note that successful international projects among institutions of higher education need involvement at all levels of the institutions. We suggest you introduce your idea early to your academic administration to ensure their cooperation in developing this program.

### *Instructions for Standard Forms*

- Instructions for the SF-424
- Instructions for the Department of Education Supplemental Form for the SF 424
- Definitions for the Department of Education Supplemental Form for the SF 424
- Instructions for ED 524
- Instructions for Completion of Disclosure of Lobbying Activities (SF-LLL)
- Instructions for Completion of the Survey on Ensuring Equal Opportunity for Applicants

## INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.  • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.  A. Increase Award                      D. Decrease Duration B. Decrease Award                      E. Other (specify) C. Increase Duration	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.	16.	<b>Congressional Districts Of:</b> 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.



	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.																								
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.																								
	<b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.																								
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	<b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)																								
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.																										
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.																										
	<table border="0"> <tr> <td>A. State Government</td><td>M. Nonprofit</td></tr> <tr> <td>B. County Government</td><td>N. Private Institution of Higher Education</td></tr> <tr> <td>C. City or Township Government</td><td>O. Individual</td></tr> <tr> <td>D. Special District Government</td><td>P. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>E. Regional Organization</td><td>Q. Small Business</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>R. Hispanic-serving Institution</td></tr> <tr> <td>G. Independent School District</td><td>S. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>T. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>U. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>V. Non-US Entity</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>W. Other (specify)</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td></td></tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Private Institution of Higher Education	C. City or Township Government	O. Individual	D. Special District Government	P. For-Profit Organization (Other than Small Business)	E. Regional Organization	Q. Small Business	F. U.S. Territory or Possession	R. Hispanic-serving Institution	G. Independent School District	S. Historically Black Colleges and Universities (HBCUs)	H. Public/State Controlled Institution of Higher Education	T. Tribally Controlled Colleges and Universities (TCCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Alaska Native and Native Hawaiian Serving Institutions	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Non-US Entity	K. Indian/Native American Tribally Designated Organization	W. Other (specify)	L. Public/Indian Housing Authority			
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**[U.S Department of Education note:** As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp).]

## INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

**a. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

**3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**Paperwork Burden Statement.** *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

## DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424 (Attachment to Instructions for Supplemental Information for SF 424)

### Definitions:

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

### I. Definitions and Exemptions

#### A. Definitions.

***A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.***

#### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

#### —Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

#### B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

***Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## **II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives**

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### **A. Exempt Research Narrative.**

If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to

allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### **B. Nonexempt Research Narrative.**

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

**(1) Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

**(2) Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

**(3) Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

**(4) Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

**(5) Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

**(6) Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

# Instructions for ED 524

## General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED's website at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**You must consult with your Business Office prior to submitting this form.**

### Section A - Budget Summary- U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check "Other," specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

### Section B - Budget Summary - Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

### Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services. [Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: <http://www.whitehouse.gov/omb/circulars/index.html>]
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

*1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.*

*2. Identify the status of the covered Federal action.*

*3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.*

*4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.*

*5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.*

*6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.*

*7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.*

*8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."*

*9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.*

*10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.*

*(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).*

***11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.***

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## **Survey On Ensuring Equal Opportunity for Applicants**

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

OMB No. 1894-0010 Exp. 05/31/2012

# IMPORTANT – PLEASE READ FIRST

## U.S. Department of Education

### Grants.gov Submission Procedures and Tips for Applicants

*To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.*

#### *ATTENTION – Adobe Forms and PDF Files Required*

*Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on [www.Grants.gov](http://www.Grants.gov) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.*

*Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization's e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: <http://www.grants.gov/securitycommebiz/>.*

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.  
  
**Note:** To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.
- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete,

the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: [http://www.grants.gov/applicants/applicant\\_faqs.jsp#54](http://www.grants.gov/applicants/applicant_faqs.jsp#54). For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

#### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp).

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

#### **Helpful Hints When Working with Grants.gov**

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

**You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp).

#### **Dial-Up Internet Connections**

*When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)*

#### **MAC Users**

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two**

**weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:  
[http://www.grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs)
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, \*, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

2/2011

## Executive Order 12372 (Intergovernmental Review of Federal Programs)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

**Important note:** The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

## NOTICE TO ALL APPLICANTS

### **General Education Provisions Act (GEPA) Notice to Applicants**

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

#### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

#### **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

#### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### **Estimated Burden Statement for GEPA Requirements**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.



## **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0761**. The time required to complete this information collection is estimated to average 30 hours for the project director per application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Fund for the Improvement of Postsecondary Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6<sup>th</sup> Floor, Washington, D.C. 20202-4651.

OMB No. 1840-0761

Expiration Date:

## Application Checklist

Before you submit the application package, please review the following list to ensure that you have attached all required materials/files in the prescribed format.

Part I:           Application for Federal Assistance – SF 424  
Department of Education Supplemental Information Form for  
SF 424

**NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.**

Part II:           Department of Education Budget Summary Form – ED 524  
Sections A & B

Part III:          Department of Education Abstract Form (Please do not forget to develop and attach a one (1) page Abstract.

The Table of Contents (which will not count against application page limits).

Project Narrative Attachment.

Please note that we will require that the Project Narrative not exceed 20, double-spaced pages. However, this does not include the Abstract, the Table of Contents, the Budget Narrative and Other Attachments.

**The Project Narrative should clearly state all institutional partners for the project, both in the U.S. and in Brazil, along with contact names, affiliations, phone numbers, and email addresses.**

Budget Narrative Attachment Form

Again, please note that the Budget Narrative is not included in the 20 page Narrative limit.

**Note:** Section C ED 524 (The Itemized Line Item Budget) is attached here.

Other Attachments Form (Again, please note that the Other Attachments are not included in the 20 page Narrative limit).

Other Attachments must be one file that can contain documents like:

- Key personnel one-page resumes
- Position descriptions

- Project timeline chart
- Letters of commitment from project partners

**Attachments must be submitted in .PDF format.**

Part IV: Assurances, Certifications, and Survey Forms

- GEPA Section 427 Form
- Grants.gov Lobbying Form
- Disclosure of Lobbying Activities (SF-LLL)
- Assurances – Non-Construction Programs (SF424B)
- Survey on Ensuring Equal Opportunity for Applicants